FY 200<u>8</u> NOAA Procedures

Project Code Entry into CBS

Procedures

FINAL

Revised February 25, 2008 NOAA BEX

NOTE:

This document should be reviewed at the beginning of each fiscal year & revisions made, as necessary.

Project Code Maintenance (Cl	M004 VER-2.4.0.4)	_ □		
Interface				
Bureau Code	Name	Notes < >		
Project Code	Title	_		
Туре	Descr			
Fund Code	Title			
Program	Name			
D/R Flag	Effective Dates: to			
Category < > > Codes: Fields of Science	VMP N Fixed N < Fixed > < WIP Hist > NSF Production Goal			
Project Leader Manager Admin CO/POC				
Project: Created by Organization Work Site				
Base/Non-Base F	Funding Source Organization - - - - - - - - -	•		
Approval: N By	Active: Status N			

CM004 Screen Activity & Responsibilities:

- NOAA Budget Execution Office primary owners of the CM004 Screen for all NOAA project codes.
- NOAA Line Office Budget Offices will be responsible for entering, approving and activating all direct project and task codes for their respective LOs.
 - LO Budget Offices will also have the responsibility of ONLY entering any Reimbursable project and task codes. Approval and activation of Reimbursable project codes will occur in the Finance Office's Accounting Operations Division, Receivables Branch.
- BIS's Budget Office primary owners of the CM004 Screen for all BIS project codes.
- Reimbursable Branch within the Accounting Operations Division of the NOAA Finance Office secondary owners of the Task Code "flags" for reimbursable project codes.
- Financial Reporting Division of the NOAA Finance Office:
 - Occasional access to activate/deactivate project codes for month-end closing procedures & processes, as well as some labor & SLT activities.
 - Occasional access to deactivate project codes that are identified with errors, due to D/R flags, Project Types and CBS Fund Codes – see Business Rules on Modifying Project Code Procedures.
 - o Access for entry, approval & revisions of Credit Reform project codes.

CM004 Project Code Entry Instructions

(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

No.	Item	Value	
	** VERIFY FORM **	CONFIRM that most recent revised Project Code Request Form (posted to CBS Webpage) is submitted from the FMC – if not, reject form submitted & request the FMC submit the correct revised form.	
1	Interface	Do not use . Indicates the Interface program through which entry was recorded. The interface value will be derived when appropriate.	
2	Bureau Code (*)	Enter 14 for NOAA, 13 for BIS.	
3	Name (Bureau)	The bureau name will be system generated automatically.	
4	Notes	Enter an appropriate note for the project, if applicable. For updates to an existing project, note describing the nature of the change & date of the change is required .	
5	Project Code	Enter the 7 character project code. Using Exhibit A, CONFIRM the project code structure being requested, as well as the first character being used. Note: To avoid confusion with the numbers, 1 (one) and 0 (zero), please CONFIRM that the letters "I"and "O" are <u>not</u> requested in the project code.	
		For project code requests for NOAA-wide or BIS-wide projects (e.g.,	

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No.	Item	Value		
		Miscellaneous Receipts), CONFIRM that the "N" is the leading first character for NOAA & "B" is the leading first character for BIS.		
		For project code request for Loan and related credit reform projects, please CONFIRM with Mary Onofrio that the project code requested is in the proper format and associated with the proper program code (cohort).		
		For Construction Work In Progress (CWIP/CWIPC) projects & Internal Use Software (IUSD/IUSDC) projects, CONFIRM that:		
		 For ORF Funds, the 2nd character is a "4" 		
		 For PAC Funds, the 4th character is a "F" 		
		SEE Exhibit A for more information.		
		CONFIRM that the additional CWIP/IUSD project request form from the following website accompanies the project request form: http://www.ofa.noaa.gov/%7Enbo/CWIP.htm		
		For tracking Hurricane projects, CONFIRM that the project code structure:		
		 For ORF Funds, the 2nd character identifies the first letter in the name of the specific Hurricane being tracked, i.e. "K" for Katrina, "R" for Rita or "W" for Wilma. 		
		 For PAC project codes the structure is the same as the ORF projects. However, for PAC-CWIP Project Codes the 2nd character identifies the Hurricane and the 4th character is an "F". 		
		 Please remember that the Fund Code is necessary in the distinct identification of these projects because both the ORF and PAC project structures are similar with regard to Hurricane tracking. 		
6	Project Title	Enter the project title (no more than 40 characters).		
7	Project Type (*)	Enter (or select from the list of values) the Project Type. Using Exhibit A, CONFIRM the project type being requested is among the list of available & applicable project types for that specific FC. If not, please research & discuss with the LO & the FO, CBS General Ledger Team or Financial Reporting Division.		

(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

No.	Item	Value
		IMPORTANT NOTE The project type impacts the general ledger posting of all transactions and NOAA Financial Statements, so please be certain the project type is correct before approving the project code.
		The Project Type can be changed or corrected once assigned to a project code, but this requires FO research & GJs to correct incorrect postings while incorrectly assigned – refer to instructions/procedures for "Modifying Project Codes" before changing incorrect project types.
		SEE Exhibit A for more information.
8	Descr (Project Type)	The project type description will be derived automatically.
		SEE Exhibit A for more information.
9	Fund Code (*)	Enter the 2 character fund code.
		Please CONFIRM that the fund code & description matches. For Example:
		05 - ADVANCE - SINGLE YEAR REIMBURSABLE 06 - ADVANCES - MULTI YEAR OR NO YEAR REIMBURSABLE
		07 - REIMBURSABLE WITHOUT ADVANCE 96 - ADVANCES – MULTI – NO YEAR REIMB – REIMBURSABLE
		SALES FIXED FEE (NON-WIP) 97 – REIMBURSABLE – REIMBURSABLE SALES FIXED FEE (NON-WIP) WITHOUT ADVANCE
		For the fund code & description, refer to CBS Fund Code Crosswalk: http://www.corporateservices.noaa.gov/~finance/FOFRD.html
		The Fund Code <u>cannot</u> be changed or corrected once assigned to a project code.
10	Title (Fund)	The fund title will be derived automatically. CONFIRM that the derived fund title matches the project code request form fund title, Block 5.
11	Program Code (*)	Enter the CBS Program Code. Each level of the program code has a list of values to select from.

(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

No.	Item	Value		
12	Program Title	The program code title will be derived automatically. CONFIRM that the derived program title matches the project code request form title on block 7.		
13	D/R Flag (*)	Enter D for direct, R for reimbursable. Using Exhibit A, CONFIRM the D/R Flag being requested is applicable for that specific FC. If not, please research & discuss with the BO & the FO, CBS General Ledger Team or Financial Reporting Division.		
		The D/R Flag <u>cannot</u> be changed or corrected once assigned to a project code.		
		IMPORTANT NOTE – the D/R Flag impacts the general ledger posting of all transactions and NOAA Financial Statements, so please be certain the D/R Flag is correct before approving the project code.		
		SEE Exhibit A for more information.		
		http://www.corporateservices.noaa.gov/~finance/FOFRD.html		
14	Effective Begin Date	Enter the effective begin date for the project – MUST be dated at the start of the FY, 01-OCT-200#. Keep in mind of any prior year adjustments required in determining the effective begin date of the project.		
		NOTE: The Business Rule for the Begin Date is that the begin date must begin with the first day of the first month of the current fiscal year (i.e. 01-OCT-2006). SEE Exhibit A for more information.		
		http://www.corporateservices.noaa.gov/~finance/FOFRD.html		
15	Effective End Date	Enter the effective end date for the project. (This field should be left blank, unless the project/fund has specific end date.)		
		NOTE: The Business Rule for the End Date is that the end date must end with the 30 th day of the last month of the current fiscal year (i.e. 30-SEP-2008). SEE Exhibit A for more information.		
		SEE Exhibit A for more information.		
1		http://www.corporateservices.noaa.gov/~finance/FOFRD.html		

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No.	Item	Value			
16	Category	Press the HOME KEY to access the Category screen.			
		A) Press the INSERT RECORD KEY to a FCFY (Fund Code Fiscal Year) and Apportionment Category B) Enter the FCFY. C) Enter the Category (or select from List of Values - LOV).			
		Apportionment Categories:			
		B3 - Apportionment Category B3			
		 01 02-08-01-085 FY 2002 Supp - NE Coop Research Program 01 02-08-02-033 FY 2000 Supp - West Coast Groundfish 01 02-08-02-034 FY 2000 Supp - Hurricane Floyd 01 02-08-02-035 FY 2000 Supp - Long Island Sound Lobster Fish 01 02-08-02-036 FY 1999 Supp - Multispecies 01 02-08-02-037 FY 2000 Supp - North Pacific Multispecies 01 02-08-02-038 FY 2000 Supp - Pribilof & East Aleutian Islands 01 02-08-02-039 FY 2000 Supp - North Pacific Marine Research Inst 01 05-01-09-001 Homeland Security - Commercial Remote Sensing 01 05-01-06-001 Homeland Security - Command & Control 01 06-01-07-000 Base 01 50-01-01-000 Base 			
		• 01 50 02-01-000 Base			
		• 01 50-03-01-000 Various Accounting			
		B1 - Apportionment Category B1			
		 01-OR&F GENERAL OPERATIONS 19- PCSR (SINGLE YEAR FUND) 21-ORF (SINGLE YEAR FUND) 			

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	pecific field.			
No.	Item	Value		
		• 31-ORF (05/06)		
		• 33-ORF (05/07)		
		• 35-ORF (05/09)		
		• 37-ORF (06/07)		
		• 47-ORF (06/08)		
		49-MERHC (SINGLE YEAR FUND)		
		• 83-ORF (08/09)		
		• 85-ORF (07/08)		
		16-PROCUREMENT ACQUISITION & CONST FUND		
		• 24-PAC (03/06)		
		• 28-PAC (04/06)		
		• 32-PAC (05/07)		
		• 34-PAC (05/09)		
		• 36-PAC (06/08)		
		• 82-PAC (08/10)		
		• 84-PAC (07/09)		
		 A - Apportionment Category A All Other Fund Codes not specifically identified above in B3 and B1. Fund Code 41 (Damage Assessment & Restoration Fund). All Reimbursables (Fund Codes 05, 06, 07, 09, 96, and 97) 		
		D) Enter Y in the Active Status field and COMMIT the record.		
		Press the INSERT Record Key to add additional FCFY and Apportionment Categories codes and repeat the steps A - D. When complete, press PREVIOUS PAGE key.		
17	WIP	Enter Y or N, based on whether or not the project code is a reimbursable WIP project or not. The default value is 'N'. Direct projects and reimbursable sales/fixed fee projects should always have a value of 'N'.		
		Select "Yes" if the costs incurred for the project will be allocated by the Work in Process (WIP) allocation algorithm that assigns costs to customer orders and where agreements will be entered on the RADG002 Reimbursable Agreement screen in CBS, e.g. REIMBA or REIMBW project types.		
		Select "No" if this is a reimbursable sales/fixed fee project or if, as a reimbursable project, the costs will not be allocated to customer orders through		

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(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

No.	Item	Value		
		the reimbursable WIP process, e.g. AOTHER, or ROTHER project types. Project Types SALEB6 and SALER7 are no longer used . Direct projects should always select "No."		
18	FIXED	The default value is 'N'. Do NOT change. This is a value that is primarily used by NIST and OSEC to identify reimbursable projects that should be assigned a fixed percentage of costs on a reimbursable agreement with multiple projects.		
19	Fields of Science (*)	Enter the 2 character field of science and confirm that the description matches the description on the project request form. The valid values are: NA - Not Applicable, if National Science Foundation code is 4 - Non Research and development. 11		

(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

No. Item Value		Value	
		75 Political Science 76 Sociology 79 Social Sciences 80 Cryogenics (NIST) 81 Measurement (NIST) 82 Other Engineering (NIST) 99 Other Science Multiple - Project supports several fields of science. Must identify the field of Sciences and the percentages.	
20	NSF (National Science Foundation) (*)	CONFIRM the correct National Science Foundation Code is used & matches the description on the Project Code Request form.	
21	Production (*)	Enter "Y" for production. The value designates between Production and Non Production activity/transactions for the Statement of Net Cost.	
22	Goal (*)	Enter the FY 2005 NOAA Strategic Plan Goal and Description. For Example: 11 – Ecosystem Goal The valid FY 2005 Strategic Goals Codes are • Select the goal with the bulk of the activity or select the '99' for Multiple Goals. 11 - Ecosystem 12 - Climate 13 – Weather & Water 14 – Commerce & Transportation 15 – Organizational Excellence 99 – Multiple Goals CONFIRM the correct FY 2005 Strategic Goal Codes are used.	
23	Project Leader	Enter the name for the project point of contact.	
24	Manager (*) Follow instructions to the right	Enter 999999 to avoid assigning a specific employee for the manager for the project.	
25	Techrep (*) Follow instructions to the right	Enter 999999 to avoid assigning a specific employee for the technical representative for the project.	

(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

Na	Itom	Value	
No. 26	Admin (*) Follow instructions to the right	Enter 999999 to avoid assigning a specific employee for the administrator for the project.	
27	CO/POC (*) Follow instructions to the right	Enter 999999 to avoid assigning a specific employee for the Contracting Officer/Point of Contact for the project.	
28	Created by Organization (*)	Enter the line office organization code. Each level of the organization code has a List of Values (LOV) to select from or just type in.	
29	Work Site	Leave blank, unless the location where the work is being performed is applicable.	
30	Base/Non-Base (*)	Enter B for non-Reimbursable projects, N for Reimbursable projects. Base/Non Base flag indicates the funding source for the project.	
31	Funding Source Organization	Enter the line office organization code. Each level of the organization code has a List of Values (LOV) to select from or just type in.	
32	Prior Project Code	Enter the prior project code only if the project code requested replaces a project code previously used for the same project.	
33	Budget Initiative No	For <u>all</u> reimbursable projects, enter the customer's OMB A-11 agency code (refer to http://www.corporateservices.noaa.gov/~finance/FOFRD.html or enter '5000' for only non-federal customers.	
34	Tasks	Press the HOME KEY to access the Tasks screen. A) Press the INSERT RECORD KEY to add task codes. B) Enter the task code. C) Enter the task title in the title field. D) Effective dates should be derived from project code effective dates. E) Enter Y to activate all task flags for each CBS module. F) Enter Y in the Status field and COMMIT the record. Press the INSERT Record Key to add additional task codes and repeat the steps A - F. When complete, press PREVIOUS PAGE key.	
35	Other	Navigate to Other Field. To record other information relating to the project, access the pop-up screen by pressing the HOME KEY. When complete, press the PREVIOUS PAGE key.	

(*) Items which are followed by an asterisk indicate that the user may select from a List of Values (LOVs) by double clicking on that field, or by just typing in the value for that specific field.

	Specific field.			
No.	Item	Value		
36	Approval	For DIRECT Project Codes ONLY:		
		Enter Y in the approval flag to approve the record.		
		The LO approver for each project code <u>must</u> verify & CONFIRM all elements are accurate, specifically D/R flag, Project TYPE, Program Code, and Fund Code.		
		For Reimbursable Project Codes ONLY:		
		Send an e-mail to Accounting Operations Division (AOD) Receivables Branch requesting approval.		
37	Ву	The name of the person approving the project code will be derived automatically.		
		The LO or AOD person approving each project code <u>must</u> verify & CONFIRM all elements are accurate, specifically D/R flag, Project TYPE, Program Code, and Fund Code.		
38	Date	The date of the project code approval will be derived automatically.		
39	Active Status	For DIRECT Project Codes ONLY:		
		Enter Y in the Active Status field and COMMIT the record. The Active Status indicates the status of the project code. (Once the project code has been made active, do not deactivate without consulting with Finance Office.		
		For Reimbursable Project Codes ONLY:		
		The AOD Reimbursable Branch will activate all Reimbursable Project and Task Codes.		
40	Date (Active Status)	The Active Status Date will be derived, and will indicate the last update or modification/revision made to the project code.		

EXHIBIT A – CM004 Field Property Possibilities

Bureau & Fund Code	Treasury Appropriation Symbol & Effective Date Possibilities	D/R FLAG Possibilities	Project TYPE Possibilities	Project Code STRUCTURE To avoid confusion with the numbers 1 (one) & 0 (zero), do not use the letters "I" & "O" in the project code.
13-01	13X0300	D (R not valid)	GEN	_6A%
13-02	13X0300	R (D not valid)	BISSEM	_6B%
13-04	13X0300	R (D not valid)	REIMBW	_6E%
13-05	13X0300	R (D not valid)	REIMBA	_6H%
13-11	133/40300	D (R not valid)	GEN	_6A%
13-12	133/40300	R (D not valid)	BISSEM	_6B%
13-14	133/40300	R (D not valid)	REIMBW	_6E%
13-15	133/40300	R (D not valid)	REIMBA	_6H%
13-21	134/50300	D (R not valid)	GEN	_6A%
13-22	134/50300	R (D not valid)	BISSEM	_6B%
13-24	134/50300	R (D not valid)	REIMBW	_6E%
13-31	13X0300	D (R not	GEN	_6A%

		valid)		
13-34	13X0300	R (D not valid)	REIMBW	_6E%
13-65	13F3875.14	D (R not valid)	SUS	BD03875
13-67	13F3885	D (R not valid)	SUS	BD03885
13-70	131435	D (R not valid)	MISC	BM01435
13-71	133220	D (R not valid)	MISC	BM03220
13-74	131040	D (R not valid)	MISC	BM01040
13-75	132419	D (R not valid)	MISC	BM02419
13-80	13X8501	D (R not valid)	TSTGB	Varies
14-01	13X1450	D (R not valid)	GEN, CWIP, CWIPC, LOEXP	_8% for GEN & LOEXP Project Types _4% for CWIP & CWIPC Project Types NOTE: 1 st digit in project code should represent LO code: 1 - NOS, 2 - NMFS, 3 - OAR, 4 - NWS, 5 - NESDIS, 6 - CFMD, 7 - OMAO, 8 - NOAA Staff Offices FO Accounting Default Project Codes = N01DFLT, N01CDLT-CWIP (Program Code '50') CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of
14-02	13X1450	D (R not	GEN, ECEXP,	the project code9% for all Project Types

		valid)	ECOFF, LOEXP, LOOFF, LVEXP, LVOFF, NOHEXP, NOHOFF, OFCEXP, OFCOFF	NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – CFMD, 7 – OMAO, 8 - NOAA Staff Offices FO Accounting Default Project Codes = N02DFLT (Program Code '50')
14-05	13X1450	R (D not valid)	REIMBA	_A% for all Project Types NOTE: 1 st digit in project code should represent LO code: 1 - NOS, 2 - NMFS, 3 - OAR, 4 - NWS, 5 - NESDIS, 6 - CFMD, 7 - OMAO, 8 - NOAA Staff Offices FO Accounting Default Project Codes = N05DFLT (Program Code '50')
14-06	13X1450	R (D not valid)	REIMBA, AOTHER, GSARNT, SALEB6, CMP	_B% for all Project Types NOTE: 1 st digit in project code should represent LO code: 1 - NOS, 2 - NMFS, 3 - OAR, 4 - NWS, 5 - NESDIS, 6 - CFMD, 7 - OMAO, 8 - NOAA Staff Offices FO Accounting Default Project Codes = N06DFLT (Program Code '50')
14-07	13X1450	R (D not valid)	REIMBW, ROTHER, CASHCT, SALER7	_R% for all Project Types NOTE: 1 st digit in project code should represent LO code: 1 - NOS, 2 - NMFS, 3 - OAR, 4 - NWS, 5 - NESDIS, 6 - CFMD, 7 - OMAO, 8 - NOAA Staff Offices FO Accounting Default Project Codes = N07DFLT (Program Code '50')
14-08	13X4324	D (R not valid)	FIN, LNSDIR	Various (maintained by FRD- Mary Onofrio)
14-09	13X1450	R (D not valid)	IG	_K% for all Project Types

				NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – CFMD, 7 – OMAO, 8 - NOAA Staff Offices
14-12	132/31450	D (R not	GEN	FO Accounting Default Project Codes = N09DFLT (Program Code '50') _8% for GEN Project Types
		valid)		_ 3 31
				NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS
				FO Accounting Default Project Codes = N12DFLT (Program Code '50')
14-14	138/91451	D(R not	GEN	2U B % for GEN Project Types (FCFY 2001)
		valid)		2UC% for GEN Project Types (FCFY 2002)
				2U D % for GEN Project Types (FCFY 2003)
				2U E % for GEN Project Types (FCFY 2004)
				2U F % for GEN Project Types (FCFY 2005)
				2U G % for GEN Project Types (FCFY 2006)
				2U H % for GEN Project Types (FCFY 2007)
				NOTE: 1 st digit in project code should represent LO code: 2 – NMFS
				NOTE: 3 rd character in project code should represent the FY annual appropriation designator established by NOAA for project code structure (i.e., B, C, D, E, etc.)
				FO Accounting Default Project Codes = N14DFLT (Program Code '50')
14-16	13X1460	D (R not	GEN, CWIP,	_2% for GEN Project Types (no 'F' in the 4 th position)

		valid)	CWIPC, IUSD, IUSDC	_2_ F % for CWIP, CWIPC, IUSD, IUSDC Project Types
				NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – CFMD, 7 – OMAO, 8 - NOAA Staff Offices
				FO Accounting Default Project Codes = N16DFLT, N16CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-18	1301451 (Annual)	D (R not	GEN	2UL% for GEN Project Types (FCFY 2000)
		valid)		NOTE: 1 st digit in project code should represent LO code: 2 – NMFS
				FO Accounting Default Project Codes = N18DFLT (Program Code '50')
14-19	13_1451 (Annual)	D (R not	GEN	2U B % for GEN Project Types (FCFY 2001)
		valid)		2U C % for GEN Project Types (FCFY 2002)
				2U D % for GEN Project Types (FCFY 2003)
				2UE% for GEN Project Types (FCFY 2004)
				2U F % for GEN Project Types (FCFY 2005)
				2U G % for GEN Project Types (FCFY 2006)
				2U H % for GEN Project Types (FCFY 2007)
				NOTE: 1 st digit in project code should represent LO code: 2 – NMFS
				NOTE: 3 rd character in project code should represent the FY annual appropriation designator established by NOAA for project code structure

				(i.e., B, C, D, E, etc.)
				FO Accounting Default Project Codes = N19DFLT (Program Code '50')
14-20	13X1451	D (R not	GEN	2UA% for GEN Project Types
		valid)		NOTE: 1 st digit in project code should represent LO code: 2 – NMFS
				FO Accounting Default Project Codes = N20DFLT (Program Code '50')
14-21	13_1450 (Annual)	D (R not	GEN, GENNCR	A8% for GEN Project Types (FCFY 2003)
	7.00	valid)		B 8% for GEN Project Types (FCFY 2004)
	Effective Dates:			C8% for GEN Project Types (FCFY 2005)
	FY2005 & FCFY			C4% for CWIP & CWIPC Project Types (FCFY 2005)
	2005			D 8% for GEN Project Types (FCFY 2006)
	01-OCT-2004 to			D4 % for CWIP & CWIPC Project Types (FCFY 2006)
	30-SEP-2005			E8% for GEN Project Types (FCFY 2007)
				E4% for CWIP & CWIPC Project Types (FCFY 2007)
	FY 2006 & FCFY			NOTE: 45t 4
	2006			NOTE: 1 st character in project code should represent the FY annual
	01-OCT-2005 to 30-SEP-2006			appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
	FY 2007 & FCFY 2007			FO Accounting Default Project Codes = N21DFLT (Program Code '50')
	01-OCT-2006 to 30-SEP-2007			NOTE: NOAA Corp Retirement gets Project Type of "GENNCR" each fiscal year, with new leading multi-year designator character
				CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.

14-22	134/51460 Effective Dates: FY 2004/2005 01-OCT-2004 to 30-SEP-2006	D (R not valid)	CWIP, CWIPC	B2% for GEN Project Types (no 'F' in the 4 th position) B2_F% for CWIP, CWIPC, IUSD, IUSDC Project Types NOTE: 1 st character in project code should represent the FY 2004 multi-year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N22DFLT, N22CDLT-CWIP (Program Code '50') CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-23	133/41450 FY 2003/2004 01-OCT-2002 to 30-SEP-2004	D (R not valid)	GEN, CWIP, CWIPC, LOEXP	A8% for GEN & LOEXP Project Types A4% for CWIP & CWIPC Project Types NOTE: 1st character in project code should represent the FY 2003 multi-year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.) FO Accounting Default Project Codes = N23DFLT, N23CDLT-CWIP (Program Code '50') CWIP/IUSD Activity Project Code Structure is a '4' in the 2nd position of the project code.
14-24	133/61460 FY 2003/2006 ??-MMM- 2002/2003 to ??- MAR-2006	D (R not valid)	GEN, CWIP, CWIPC, IUSD, IUSDC	A2% for GEN Project Types (no 'F' in the 4 th position) A2_F% for CWIP, CWIPC, IUSD, IUSDC Project Types NOTE: 1 st character in project code should represent the FY 2003 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)

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				FO Accounting Default Project Codes = N24DFLT, N24CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-25	133/41460	D (R not valid)	GEN	A 2% for GEN Project Types (no 'F' in the 4 th position)
	FY 2003/2004			NOTE: 1 st character in project code should represent the FY 2003 multi-
	01-OCT-2002 to 30-SEP-2004			year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N25DFLT (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-26	13X1462	D (R not	GEN	_3% for all GEN Project Types
		valid)		
				NOTE: 1 st digit in project code should represent LO code:
				1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – CFMD, 7 –
				OMAO, 8 - NOAA Staff Offices
				FO Accounting Default Project Codes = N26DFLT (Program Code '50')
14-27	134/51450	D (R not	GEN, CWIP,	B8% for GEN & LOEXP Project Types
1.2,	10 1/01 100	valid)	CWIPC, LOEXP	B4% for CWIP & CWIPC Project Types
	FY 2004/2005			D⁴% 101 CW1F & CW1FC F10ject Types
	01-OCT-2003 to			NOTE: 1 st character in project code should represent the FY 2004 multi-
	30-SEP-2005			year appropriation designator established by NOAA for project code
				structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N27DFLT, N27CDLT-CWIP

				(Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.
14-28	134/61460 FY 2004/2006 01-OCT-2003 to 30-SEP-2006	D (R not valid)	GEN, CWIP, CWIPC, IUSD, IUSDC	B2% for GEN Project Types (no 'F' in the 4 th position) B2_F% for CWIP, CWIPC, IUSD, IUSDC Project Types NOTE: 1 st character in project code should represent the FY 2004 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.) FO Accounting Default Project Codes = N28DFLT, N28CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-29	134/61450 FY 2004/2006 01-OCT-2003 to 30-SEP-2006	D (R not valid)	GEN, CWIP, CWIPC	C8% for GEN & LOEXP Project Types C4% for CWIP & CWIPC Project Types NOTE: 1 st character in project code should represent the FY 2004 multi-year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.) FO Accounting Default Project Codes = N29DFLT, N29CDLT-CWIP (Program Code '50') CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.
14-30	13061460 (Annual) Effective Dates:	D (R not valid)	GEN, CWIP, CWIPC	B 2% for GEN Project Types (FCFY 2004) (no 'F' in the 4 th position)

	FY 2005 & FCFY 2005 01-OCT-2004 to 30-SEP-2005 FY 2006 & FCFY 2006 01-OCT-2005 to 30-SEP-2006			B2_F% for CWIP, CWIPC Project Types (FCFY 2004) C2% for GEN Project Types (FCFY 2005) (no 'F' in the 4 th position) C2_F% for CWIP, CWIPC Project Types (FCFY 2005) D2% for GEN Project Types (FCFY 2006) (no 'F' in the 4 th position) D2_F% for CWIP, CWIPC Project Types (FCFY 2006) NOTE: 1 st character in project code should represent the FY annual appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.) FO Accounting Default Project Codes = N30DFLT, N30CDLT-CWIP (Program Code '50') CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-31	135/61450 FY 2005/2006 01-OCT-2004 to 30-SEP-2006	D (R not valid)	GEN, CWIP, CWIPC, LOEXP	C8% for GEN & LOEXP Project Types C4% for CWIP & CWIPC Project Types NOTE: 1st character in project code should represent the FY 2005 multi-year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.) FO Accounting Default Project Codes = N31DFLT, N31CDLT-CWIP (Program Code '50') CWIP/IUSD Activity Project Code Structure is a '4' in the 2nd position of the project code.
14-32	135/71460	D (R not	GEN, CWIP,	C2% for GEN Project Types

		valid)	CWIPC, IUSD,	C2_F% for CWIP, CWIPC, IUSD, IUSDC Project Types
	FY 2005/2007 01-OCT-2004 to 30-SEP-2007		IUSDC	NOTE: 1 st character in project code should represent the FY 2005 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N32DFLT, N32CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-33	135/71450	D (R not	GEN	C8% for GEN Project Types
	EN 2005 /2005	valid)		C4% for CWIP & CWIPC Project Types
	FY 2005/2007 01-OCT-2004 to			
	30-SEP-2007			NOTE: 1 st character in project code should represent the FY 2005 multi-
	30-SE1 -2007			year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N33DFLT, N33CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.
14-34	135/91460	D (R not	GEN, CWIP,	C2% for GEN Project Types
	EX 2007/2000	valid)	CWIPC, IUSD,	C2_F% for CWIP, CWIPC Project Types
	FY 2005/2009 01-OCT-2004 to		IUSDC	
	30-SEP-2009			NOTE: 1 st character in project code should represent the FY 2005 multi-
	30 DL1 -2007			year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N34DFLT, N34CDLT-CWIP

				(Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-35	135/91450	D (R not	GEN	C8% for GEN Project Types
	FY 2005/2009	valid)		C4% for CWIP & CWIPC Project Types
	01-OCT-2004 to 30-SEP-2009			NOTE: 1 st character in project code should represent the FY 2005 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N35DFLT (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.
14-36	FY06 3 yr PAC	D (R not	GEN, CWIP,	D 2% for GEN Project Types
	136/81460	valid)	CWIPC, IUSD, IUSDC	D 2_ F % for CWIP, CWIPC Project Types
	FY 2006/2008 01-OCT-2005 to 30-SEP-2008			NOTE: 1 st character in project code should represent the FY 2006 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N37DFLT, N37CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-37	FY06 2 yr ORF	D (R not	GEN, CWIP,	D 8% for GEN Project Types
	136/71450	valid)	CWIPC, LOEXP	D <u>4</u> % for CWIP & CWIPC Project Types
	FY 2006/2007			

	01-OCT-2005 to 30-SEP-2007			NOTE: 1 st character in project code should represent the FY 2006 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N36DFLT, N36CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.
14-39	13X1463	D (R not valid)	GEN	To be determined
				FO Accounting Default Project Codes = N39DFLT (Program Code '50')
14-40	13X4313	D (R not valid)	REVCZM	1P% for REVCZM Project Types
				NOTE: 1 st digit in project code should represent LO code:
				1 – NOS
				FO Accounting Default Project Codes = N40DFLT (Program Code '50')
14-41	13X4316	D (R not valid)	REVDRF Common Error –	_C% for REVDRF Project Types
			GEN not valid	NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – NFA, 7 – ONCO, 8 - NOAA Staff Offices
				FO Accounting Default Project Codes = N41DFLT (Program Code '50')
14-42	13X4417	D (R not valid)	LNSPRE	_N% for LNSPRE Project Types
				NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – NFA, 7 – ONCO, 8 - NOAA Staff Offices

				FO Accounting Default Project Codes = N42DFLT (Program Code '50')
14-43	13X4314	D (R not valid)	FIN, LNSGTD	Various (maintained by FRD-Mary Onofrio)
14-44	13X1456	D (R not valid)	FIN, LNSPRO	Various (maintained by FRD-Mary Onofrio)
14-45	13081456	D (R not valid)	FIN,LNSPRO & LNSADM	Various (maintained by FRD-Mary Onofrio)
14-47	136/81450	D (R not valid)	GEN – General Fund	Various (maintained by FRD-Mary Onofrio)
14-48	13_1450 (13X4514)	D (R not valid)	REVBMF Common Error – GEN not valid	62% or 24% for REVBMF Project Types Common Error – C8% or C2% not valid NOTE: 1 st digit in project code should represent LO code: 6 – NFA
14-52	13X5120	D (R not valid)	SPCFCF	FO Accounting Default Project Codes = N48DFLT (Program Code '50') 2W% for SPCFCF Project Type NOTE: 1 st digit in project code should represent LO code: 2 – NMFS
14-53	13X5122	D (R not valid)	SPCFFO	FO Accounting Default Project Codes = N52DFLT (Program Code '50') 2Y% for SPCFFO Project Type NOTE: 1 st digit in project code should represent LO code: 2 – NMFS FO Accounting Default Project Codes = N53DFLT (Program Code '50')
14-54	13X5123	D (R not	SPEC	2G% for SPEC Project Type

		valid)		NOTE: 1 st digit in project code should represent LO code: 2 – NMFS FO Accounting Default Project Codes = N54DFLT (Program Code '50')
14-55	13X5439	D (R not valid)	SPCWPS	2% FOR SPCWPS Project Type NOTE: 1 ST positioning project code should represent LO code: 2 – NMFS FO Accounting Default Project Codes – N55DFLT (Program Code'50')
14-56	13X5139	D (R not valid)	SPCPD	27% for SPCPD Project Type NOTE: 1 st digit in project code should represent LO code: 2 – NMFS FO Accounting Default Project Codes = N56DFLT (Program Code '50')
14-57	13x5283	D (R not valid)	SPEC	20% for SPEC Project Type NOTE: 1 st digit in project code should represent LO code: 2 – NMFS FO Accounting Default Project Codes = N57DFLT (Program Code '50')
14-58	13X5284	D (R not valid)	SPCLAF	21% for SPCLAF Project Type NOTE: 1 st digit in project code should represent LO code: 2 – NMFS FO Accounting Default Project Codes = N58DFLT (Program Code '50')
14-59	13X5362	D (R not valid)	SPCER	2Z% for SPCER Project Type

				NOTE: 1 st digit in project code should represent LO code: 2 – NMFS
				FO Accounting Default Project Codes = N59DFLT (Program Code '50')
14-60	13X6500	D (R not	DEP	ND06500
		valid)		
14-61	13X6501	D (R not	DEP	ND06501
		valid)		
14-62	13X6541	D (R not	DEP	ND06541
		valid)		
14-64	13F3845	D (R not	SUS	ND03845
		valid)		
14-65	13F3875.14	D (R not	SUS	ND03875
		valid)		
14-66	13F3880.14	D (R not	SUS	ND03880
		valid)		
14-67	13F3885	D (R not	SUS	ND03885
		valid)		
14-68	13X6214	D (R not	DEP	ND06214
		valid)		
14-69	13X6276	D (R not	DEP	ND06276
		valid)		
14-70	131435	D (R not	MISC	NM01435
		valid)		
14-71	133220	D (R not	MISC	NM03220
		valid)		
14-72	131099	D (R not	MISC	NM01099
		valid)		
14-73	130891	D (R not	MISC	NM00891
		valid)		
14-74	132717	D (R not	LNMISC	Various (maintained by FRD)

		valid)		
14-80	13X8501	D (R not valid)	TSTGB	8L% for TSTGB Project Type
		vanu)		NOTE: 1 st digit in project code should represent LO code: 6 – NFA
				FO Accounting Default Project Codes = N80DFLT (Program Code '50')
14-82	FY07 3 yr PAC	D (R not	GEN, CWIP,	F2% for GEN Project Types
	138/101460	valid)	CWIPC, IUSD, IUSDC	F2% for CWIP, CWIPC Project Types
	FY 2008/2010 01-OCT-2007 to 30-SEP-2010			NOTE: 1 st character in project code should represent the FY 2008 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N82DFLT, N82CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-83	FY07 2 yr ORF	D (R not	GEN, CWIP,	F8% for GEN Project Types
	138/91450	valid)	CWIPC, LOEXP	F4% for CWIP & CWIPC Project Types
	FY 2008/2009 01-OCT-2007 to 30-SEP-2009			NOTE: 1 st character in project code should represent the FY 2008 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
14-84	FY07 3 yr PAC 137/91460	D (R not valid)	GEN, CWIP, CWIPC, IUSD,	E2% for GEN Project Types

	FY 2007/2009		IUSDC	E2_F% for CWIP, CWIPC Project Types
	01-OCT-2006 to 30-SEP-2009			NOTE: 1 st character in project code should represent the FY 2007 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N84DFLT, N84CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a 'F' in the 4 th position of the project code & a '2' in the 2 nd position
14-85	FY07 2 yr ORF	D(R not	GEN, CWIP,	E8% for GEN Project Types
	137/81450	valid)	CWIPC, LOEXP	E4% for CWIP & CWIPC Project Types
	FY 2007/2008 01-OCT-2006 to 30-SEP-2008			NOTE: 1 st character in project code should represent the FY 2007 multi- year appropriation designator established by NOAA for project code structure (i.e., A, B, C, etc.)
				FO Accounting Default Project Codes = N85DFLT, N85CDLT-CWIP (Program Code '50')
				CWIP/IUSD Activity Project Code Structure is a '4' in the 2 nd position of the project code.
14-86	FY07 3 yr ORF 137/91450	D (R not valid)	GEN, CWIP, CWIPC, LOEXP	E8% for GEN Project Types
	FY 2007/2009			
	01-OCT-2006 to			
	30-SEP-2009			
14-87	FY07 3 yr ORF	D (R not	GEN, CWIP,	F8% for GEN Project Types

	138/101450	valid)	CWIPC, LOEXP	
	FY 2007/2009 01-OCT-2006 to 30-SEP-2009			
14-90	13-20X8145(14)	D (R not	GEN	1TK3% for TMPTEPA Project Type
		valid)		NOTE: 1 ST position in project code should represent LO code:
				1- NOS
				FO Accounting Default Project Codes – N90DFLT (Program
				Code '50')
14-95	13X8220	D (R not	TSTNPM	20L% for TSTNPM Project Type
		valid)		NOTE: 1 st digit in project code should represent LO code:
				2 – NMFS FO Accounting Default Project Codes = N95DFLT (Program Code '50')
14-96	13x1450	R (D not	AOTHER, GSARNT,	_6% for Reimbursable Sales Fixed Fee Projects
1170	13/1130	valid)	SALEB6, CMP	NOTE: 1 st digit in project code should represent LO code:
		,		1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – NFA, 7 –
				NMAO, 8 - NOAA Staff Offices
14.07	10 1450	D (D	POWLED CAGUCE	FO Accounting Default Project Codes = N96DFLT (Program Code
14-97	13x1450	R (D not	ROTHER, CASHCT,	_7% for Reimbursable Sales Fixed Fee Projects
		valid)	SALER7	NOTE: 1 st digit in project code should represent LO code: 1 – NOS, 2 – NMFS, 3 – OAR, 4 – NWS, 5 – NESDIS, 6 – NFA, 7 –
				NMAO, 8 - NOAA Staff Offices
				Tunio, o Tuni omi omicos
				FO Accounting Default Project Codes = N97DFLT (Program Code

EXHIBIT B – Project TYPE Descriptions

	oject III E Descriptions
PROJECT TYPE	DESCRIPTION
AOTHER	OTHER REIMBURSABLE ADVANCES(NO AGREEMENT)
BISSEM	BIS SEMINAR PROJECT
CASHCT	CASH CONTROL
CMP	CIVIL MONETARY PENALTIES
CWIP	CONSTRUCTION WORK IN PROGRESS
CWIPC	COMPLETED & CLOSED CWIP
DEP	DEPOSIT FUNDS
ECEXP	EMPLOYER CONTRIBUTION EXPENSE
ECOFF	EMPLOYER CONTRIBUTION SURCHARGE OFFSET
FIN	FINANCING ACCOUNT - CREDIT REFORM
GEN	GENERAL FUND
GENNCR	GENERAL FUND - NOAA CORP RETIREMENT PAY
GSARNT	GSA RENT
IG	INSPECTION & GRADING
INV	INVENTORY ACTIVITY
IUSD	INTERNAL USE SOFTWARE IN DEVELOPMENT
IUSDC	COMPLETED & CLOSED IUSD
LIQ	LIQUIDATING ACCOUNT - CREDIT REFORM
LNMISC	LOANS TREASURY MISC RECEIPT ACCOUNTS
LNSADM	CREDIT REFORM - ADMINISTRATIVE COSTS
LNSDIR	DIRECT LOANS - FINANCE ACCOUNT
LNSGTD	GUARANTEED LOANS - FINANCE ACCOUNT
LNSPRE	PRE CREDIT REFORM LOANS
LNSPRO	CREDIT REFORM - PROGRAM ACCOUNT(DIR & GUAR)
LOEXP	LINE OFFICE EXPENSE
LOOFF	LINE OFFICE SURCHARGE OFFSET
LVEXP	LEAVE EXPENSE
LVOFF	LEAVE SURCHARGE OFFSET
MISC	TREASURY MISCELLANEOUS RECEIPT ACCOUNTS
NOHEXP	NOAA OVERHEAD EXPENSE
NOHOFF	NOAA OVERHEAD SURCHARGE OFFSET
OFCEXP	OFFICE OVERHEAD EXPENSE
OFCOFF	OFFICE OVERHEAD SURCHARGE OFFSET
PROG	PROGRAM ACCOUNT - CREDIT REFORM
REIMBA	REIMBURSABLE WITH ADVANCE

REIMBW	REIMBURSABLE WITHOUT ADVANCE
REVBMF	REVOLVING FUND-BUSINESS MANAGEMENT FUND
REVCZM	REVOLVING-COASTAL ZONE MANAGEMENT
REVDRF	REVOLVING-DAMAGE ASSESSMENT & RESTORATION
ROTHER	OTHER REIMBURSABLE W/O ADVANCE(NO AGREEMENT)
SALEB6	B/6 FUND SALES
SALER7	R/7 FUND SALES
SPCER	SPECIAL-ENVIRONMENTAL RESTORATION
SPCFCF	SPECIAL-FISHERMEN'S CONTINGENCY
SPCFFO	SPECIAL-FOREIGN FISHING OBSERVER
SPCLAF	SPECIAL-LIMITED ACCESS SYSTEM ADMINISTRATION
SPCPD	SPECIAL-PROMOTE & DEVELOP FISHERY PRODUCTS
SPEC	SPECIAL FUND
SUS	TREASURY SUSPENSE ACCOUNT
TMTEPA	TREASURY MANAGED TRUST - EPA
TRANS	TRANSFER ALLOCATION FUNDS
TRFGSA	TRANSFER ALLOCATION - GSA
TRUST	TRUST FUND
TSTGB	TRUST-GIFTS & BEQUESTS
TSTNPM	TRUST-NORTH PACIFIC MARINE RESEARCH

EXHIBIT C - TASK CODE FLAGS

BE = **Budget** Execution

• No effect on commitments, obligations, disbursements; however can be turned off to prevent further budgetary activity.

PR = **Purchase Request**

• Currently not used, will become important once CSTARS is activated.

PO = Purchase Order

• Will stop new obligations; will also prevent de-obligations or modifications to existing documents.

AP = Accounts Payable

• Must be active for all disbursement transactions, even it no new obligations are made.

AR = **Accounts Receivable**

• Must be active for any reimbursable activity through the AR Module.

GJ = General Journal

• Must be active for posting to the trial table.

LB = Labor

• Will prevent any new labor transactions from occurring.